How to Search for Available Semester Classes Using the Course Information and Availability Search

Using the Course Information and Availability Search you may find classes offered for a specific semester. When searching for available semester classes you can display all the classes for a specific subject or narrow your search. A subject must always be selected when searching for classes. If the subject is only selected, all classes that are available in that subject will be displayed. To narrow down your search and display fewer classes, any number of the optional fields available may be selected. Below is a brief description of each of these fields, definitions for some of the search criteria, and examples for some of the options.

Click on the Class Schedules link and select the semester to view as indicated below:

At least one class Subject must be selected for the required search field.

**Required search fields:**

**Subject:** Select the subject in which you wish to look up classes (reference figure 1).

In this example all classes for BIO Biology will be displayed.

Figure 1
Optional search fields:

**Course Number:** Enter the specific course number of the class you are looking up. For example, to look up BIO 127 (Human Biology), select **BIO** in the **Subject** field above, and type **127** in the **Course Number** field (reference figure 2).

![Course Number:](image)

In this example all **BIO127 Human Biology** classes will be displayed.

**Title:** You can search by specific key words in a class title or the exact title (reference figure 3). For example, typing in **windows** will bring up all classes under the selected **Subject** that contain the word **windows** in the title.

![Title:](image)

**Instructional Method:** Change this field when looking for a specific type of class (reference figure 4). Below are descriptions of some of the different instructional methods one may select.

- **Independent Study** – Classes setup between a student and specific division for individual needs.
- **Lab** – Lab based classroom environment.
- **Lecture** – Lecture based classroom environment.
- **Lecture/Lab** – A class with both Lecture and Lab portions.
- **W2 Part Web and Part Lecture** – W2 are **Web-Enabled** courses in which you attend class 50 percent of the regularly scheduled class time and the rest of the time is replaced with Web-based learning.
- **W3 Total Web Delivered** – W3 are **Web-Delivered** courses in which the majority of classroom time is replaced with Web-based learning.

![Instructional Method:](image)

**Credit Range:** Enter numbers to look for classes that are worth a specific amount of credit hours (reference figure 5). For example, entering 3 hours to 3 hours will show all classes in the selected **Subject** that are worth 3 credit hours.

![Credit Range:](image)

**Campus:** Select which campus to search for classes (reference figure 6). In this example, the search will be limited to Main campus only.

![Campus:](image)

**Part of Term:** Use this option if you want to search for classes that are held during specific parts of the semester (reference figure 7).
This list is determined based upon the semester selected above.

**Instructor:** Use this option to search for classes being taught by a specific instructor (reference figure 8).

**Session:** Use this option to search for classes that are offered during specific sessions (reference figure 9).

**Attribute Type:** Use this search option to display classes that are tagged with specific attributes (reference figure 10). For example, a *TAG Approved Course* is a course approved by the Transfer Assurance Guide (TAG). Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio’s public institutions of higher education, provided the course was taken when the courses were equivalent.

**Start Time, End Time, and Days:** Use these fields to find classes offered during specific days and/or times (reference figure 11).

This ends the optional search fields.

Finally, to begin your search, click the **Class Search** button at the bottom of the form (reference figure 12).

For additional help, please contact Help Desk Services at extension 4357 (HELP).